

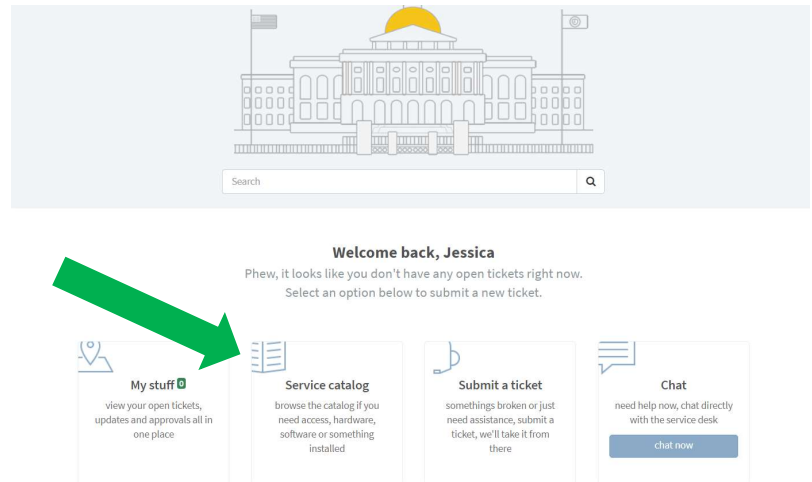


EXECUTIVE OFFICE OF TECHNOLOGY SERVICES & SECURITY

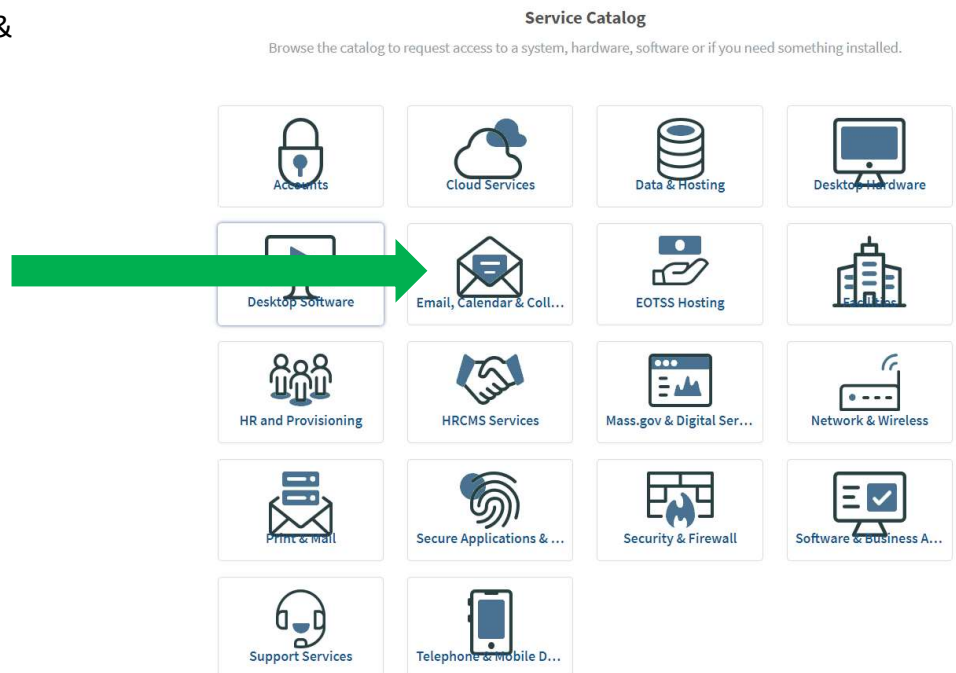
COMMONWEALTH OF MASSACHUSETTS | 1 ASHBURTON PLACE, 8TH FLOOR, BOSTON, MA 02108

Request a Microsoft M365 G3 License ServiceNow Request Instructions

Step 1: Sign into ServiceNow and click
“Service Catalog”.



Step 2: Click “Email, Calendar &
Collaboration”.



Step 3: Select “Microsoft M365 G3 License” from the list.



Mail Gateway services.

List Server ⓘ
Request for List Server services

MassMail ⓘ
Request for MassMail services.

Microsoft M365 G3 License ⓘ
Request a Microsoft M365 G3 license(s) to give end user(s) access to Microsoft M365 applications and services.

Microsoft Outlook Mailbox ⓘ
Microsoft Outlook Mailbox -Request a Microsoft Outlook Mailbox: shared mailbox, room mailbox, or equipment mailbox.

Microsoft SharePoint Site ⓘ
Microsoft SharePoint site - Request to create a Microsoft SharePoint site

Microsoft Teams Audio Conferencing ⓘ
Microsoft Teams Audio Conferencing - the hub for teamwork in Microsoft 365 enabling audio conferencing for your meetings

Microsoft Teams Create a Team ⓘ
A team is a collection of people, conversations, files and tools

Outlook Email Address ⓘ
Request a general inquiry, new or modify an individual email mailbox

Step 4: The following screen will appear.
Please note this request item is only available to agencies not currently supported by EOTSS. You may request more than one license per Request.



Powers, Jessica

Microsoft M365 G3 License

\$\$\$ Please be advised that there is an associated agency cost per license for this product \$\$\$
All end users for agencies currently supported by EOTSS have already been assigned an Microsoft M365 G3 license. Only agencies not currently supported by EOTSS may request a Microsoft M365 G3 license(s) for their end user(s).
[Click here](#) to check if you are currently supported by EOTSS.
Microsoft M365 G3 license gives the user access to the following Microsoft M365 applications and services:

- Word (PC and online)
- Excel (PC and online)
- PowerPoint (PC and online)
- Outlook (PC and online)
- Publisher (PC only)
- Access (PC only)
- Exchange
- OneDrive
- SharePoint
- Teams

Requested By

Powers, Jessica M. (EOTSS) ⓘ

☐ Request on behalf of

* Select your IT Liaison

Microsoft M365 G3 License

Add

Remove All

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